



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

Vacancy Announcement No. 2010-16

April 28, 2010

**Open To:** All Interested Persons  
**Position:** OBO - Office Engineer, FSN 1105 -12  
**Opening Date:** Immediate  
**Closing Date:** **EXTENDED to May 13, 2010**  
**Work Hours:** Full-time; 40 hours/week

**THIS NOTICE EXTENDS THE DUE DATE FOR APPLICATIONS.**

The U.S. Embassy in Bujumbura is seeking an individual for the position of an Office Engineer. All third country nationals must have the required work permit. ***This position is recruited on a two (2) year contract.***

Maintain project technical files. Track and log technical submittals and RFIs. Perform CAD work and plot drawings. Maintain and up-date as-built drawings. Back-up the shipping clerk in obtaining customs and VAT exonerations. Assist in Quality Assurance program

## MAJOR DUTIES AND RESPONSIBILITIES

A copy of the complete position description listing all duties and responsibilities is available at <http://burundi.usembassy.gov/resources/employment-opportunities>.

## QUALIFICATIONS REQUIRED

**Education** - A Bachelors degree (4 year course of study) from a technical college or university in engineering, architecture or equivalent.

**Prior Work Experience** - A minimum of two years experience in construction management, design or office management.

**Post Entry Training** - On the Job Training in OBO procedures. Use of OBO's technical review software (Project) Proper security procedures for handling SBU documents

**Language Proficiency** - List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*). English Level III – reading, writing and speaking English is required. French Level II - writing, reading, and speaking French is required

**Job Knowledge** – Knowledge of filing techniques, knowledge of computer aided drafting, knowledge of basic construction materials and methods, basic computer skills.

**Skills and Abilities** - Possess the necessary physical abilities to climb ladders and work in an outdoor dusty and noisy environment. Advanced skill level for Microsoft Excel and Word. Normal skill level for Autodesk Light (CAD). Ability to read drawings. Ability to work in a high stress environment with firm deadlines and high professional standards.

## **POSITION ELEMENTS**

**Supervision Received** - The Office Engineer must carry out duties with minimal day-to-day supervision.

**Supervision Exercised** - None.

**Available Guidelines** - OBO Administrative Procedures. Project Director's Guidebook.

**Exercise of Judgment** - The Office Engineer will exercise judgment in setting up and maintaining files. This position will also exercise judgment in tracking and expediting submittal and RFI review comments.

**Authority to Make Commitments** - The Office Engineer not have the authority to commit USG funds.

**Nature, Level, and Purpose of Contacts** - The Office Engineer will have frequent contact with the OBO field staff, contractor's technical staff, and OBO-Washington technical staff. This position will have occasional contact with local government officials in the tax office and customs office.

**Time Expected to Reach Full Performance Level** - Six months.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/resources/employment-opportunities> and click on the link

"Application form." Interested applicants for this position must submit the following or the application will not be considered.

1. Application for US Federal Employment (SF-171 or OF-612); and a current resume or curriculum vitae that provides additional information to the OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. All documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**CLOSING DATE FOR THIS POSITION: May 13, 2010 at 5:30 pm.**

SUBMIT APPLICATION TO:  
Human Resources Office  
American Embassy Bujumbura  
Avenue des Etats-Unis  
B.P 1720 Bujumbura  
Ref.: Position Title

*The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited Human Resources practices, and/or courts for relief.*

**DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.